

Completion of the Transition Packet

- These are state forms. Do not alter them.
- The transition packet must be completed in its entirety for every child enrolled in First Steps. Therefore, if the transition meeting occurs in conjunction with the initial IFSP, 6 month IFSP review, or the annual IFSP review, all forms within the transition packet must be completed in addition to the required 6 month review packet or IFSP.
- The Request for Authorization form/Transition Checklist is part of the transition packet and must be submitted with the packet.
- You must submit the Request for Authorization form / Transition Checklist in order for the SPOE to generate your transition meeting authorizations. This form must be fully completed with actual dates in order for the SPOE to accept it.

18-Month Child Find Referral to LEA

- The Intake/ongoing Service Coordinators discuss with the child's parent, as part of procedural safeguards at Intake and before the child is 18 months of age, the electronic transmission of Child Find information (child's name and date of birth, parent's contact information and school district) to the local educational agency (LEA) for all children enrolled in First Steps.
- This information will be transmitted to the LEAs electronically twice a year, generally in April and October. The LEAs use this information for planning purposes only. Each transfer will cover all children in First Steps who turned 18 months old after the date of the previous data pull. In addition, the transfer will include all children older than 18 months who entered First Steps after the previous data pull.

30 Month Notice to LEA

- Service Coordinators complete the 30 Month Notice to LEA with the child's parent for all children enrolled in First Steps as they approach 30 months of age. If a child is more than 30 months old when found eligible for First Steps, the Intake Coordinator must complete this form.
- This referral cover page (the 30 Month Notice to LEA), with the attached listed documents, is forwarded to the LEA Representative once parental consent is obtained. A copy is placed in the child's early intervention record in the SPOE office. The Intake/Service Coordinator must keep the original 30 Month Notice with the transition packet so that the packet can be submitted to the SPOE in its entirety after the transition meeting has occurred.
- In order to send the documents to the LEA, a general reciprocal consent must be attached. If consent to share information is not given by the family, the service coordinator explains continuity of services may not occur.

Transition Meeting Notification (Prior Written Notice)

Service Coordinators complete this 10-day prior written notice. It must be sent to the family, current providers, and other individuals the family would like to attend the meeting.

Paperwork to bring to the Transition Meeting:

- Rights Brochure
- Transition Meeting Minutes form
- Individualized Family Transition Plan (Pages 1 and 2)

The Service Coordinator must submit the **entire** transition packet, including the Request for Authorization form/Transition Checklist, to the SPOE for data entry within 2 working days after the transition meeting.

The SPOE reviews the packet and data enters authorizations for the transition meeting if all pages of the packet have been completed.

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